



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

ORIGINAL

NSABAHRAININST 4650.1

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24 JUN 2002

NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 4650.1

Subj: PASSENGER CONTROL POINT (PCP) BAHRAIN PASSENGER AIR
TRANSPORTATION STANDARD OPERATING PROCEDURES

Ref: (a) OPNAVINST 4650.15
(b) APPENDIX 5 TO ANNEX E TO COMUSNAVCENT/COMFIFTHFLT
OPORD 1000-01
(c) COMLOGFORNAVCENTINST 4000.1
(d) Joint Federal Travel Regulations, Volume 1
(e) Joint Travel Regulations, Volume 2
(f) DOD 4500.9-R
(g) AMCI 24-101, vol. 14

Encl: (1) Government Air vs. Commercial Air Verification
Procedures Check List and Desk Guide
(2) Government Travel Request (GTR) Processing and
Reconciliation Procedures
(3) GTR Designation/Identification Memo (sample)

1. Purpose. To provide information and guidance concerning the procedures relating to the control, management, and coordination of official international and transoceanic passenger air transportation (both commercial and Air Mobility Command (AMC) flights) originating in Bahrain. Additionally, this instruction is designed to provide the U.S. Naval Support Activity, Bahrain (NSA Bahrain) Passenger Control Point (PCP), and customer commands, with a tool that ensures proper implementation and execution of passenger transportation policies and procedures in compliance with references (a) through (g).

2. Background

a. Reference (a) provides specific Navy travel policies and procedures and assigns Commander, U.S. Naval Forces Central Command (COMUSNAVCENT) as the cognizant Commander over the PCP at NSA Bahrain.

b. Per reference (b), COMUSNAVCENT designates NSA Bahrain PCP, as having responsibility for the control, management, and coordination of official international and transoceanic passenger air transportation originating in Bahrain. As such, only the NSA Bahrain PCP has the authority to determine availability or non-availability of government/government-procured transportation, issue

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related port calls or arrange for commercial air transportation as required. Additionally, per reference (a), the NSA Bahrain PCP is not authorized to arrange any segment of international or transoceanic travel originating in the Continental United States (CONUS).

c. References (a) through (f) specify that Government air will be utilized to the maximum extent possible. Additionally, the passenger transportation procedures contained in references (a) - (f) are applicable, without exception, to all Department of the Navy-sponsored passengers within the USCENTCOM AOR who are eligible for transportation at government expense.

d. Transportation Requests. Units requiring passenger transportation are to submit passenger reservations requests (PRRs) to the NSA Bahrain PCP in accordance with references (b) and (c).

3. Discussion

a. AMC versus Commercial Air Travel. AMC flights are the primary means of travel for personnel entering or departing the AOR (references (a) - (f)). As such, the Travel Performance Period (TPP) is a key element in determining whether AMC or commercial air will be utilized. The TPP is the timeframe that a passenger is deemed to be available to travel.

(1) PCS Travel. To permit optimum utilization of government air, a 10 day "availability for travel" window is considered to exist for personnel departing on PCS orders from the USCENTCOM AOR (references (a) and (c)). Also, refer to references (a) and (c) for authorized exceptions to this policy.

(2) TDY/TAD Travel. The TPP for personnel departing on TDY/TAD orders must conform to mission requirements as stated in the travel orders. Also refer to reference (c), paragraph 1205.

b. Transoceanic Travel. Per the Joint Federal Travel Regulations (JFTR) (reference (d)), transoceanic travel is regulated as follows:

(1) When transoceanic travel is involved between permanent duty stations, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel.

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(2) Reimbursement for Transoceanic Transportation Cost (JFTR U5116-D1).

(a) When Government or Government-procured transportation is available, and travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense (i.e., buys a commercial air ticket), no reimbursement for the transoceanic travel is authorized.

(b) If Government or Government-procured transportation is authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.

(3) Transoceanic Travel of Dependents (JFTR U5205-B). Air travel is the normal transportation mode for dependents to, from, or between OCONUS areas. Maximum use should be made of Government air transportation. However, dependents are not required to use Government air transportation. When appropriate Government air transportation is available, but a dependent elects to travel at personal expense, reimbursement is limited to the cost of the transportation used, up to the cost of the lowest priced transportation mode authorized and available.

c. AMC Space Available (Space A) Priorities. The following are the priorities that are used to manifest AMC Space A available passengers:

<u>Priority</u>	<u>Category/Travel Status</u>
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Civilian or Military Dependent on Emergency Leave	
Environmental Morale Leave (EML)	
Active Duty on Ordinary Leave/House Hunting	
EML for Unaccompanied Dependents	
Permissive TDY/TAD or Student Travel	
Retired Military/Reserves	

d. Government Transportation Request (GTR), SF-1169. An accountable document that can be exchanged for a commercial ticket from a common carrier. A GTR is issued only when commercial transportation is authorized. Per reference (c), only the NSA Bahrain PCP can issue or authorize the issue of a GTR to USCENTCOM

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personnel. USCENTCOM units that may be authorized to hold and issue GTRs may not issue them unless specifically authorized to do so by the NSA Bahrain PCP.

e. Business-Class Travel. The use of premium class other than first class (i.e., Business-Class) may be authorized only under certain circumstances as stated in references (a), (d) and (e). Only the order issuing official may authorize Business-Class accommodations provided one of the criteria specified in references (a), (d), and (e) are met.

4. Action

a. NSA Bahrain and Tenant Commands shall comply with the provisions of this instruction to maintain a viable passenger transportation system capable of providing, on a best value basis, safe, secure, and reliable travel services that support effectively all travel and mission requirements.

b. The Transportation Officer at the NSA Bahrain PCP shall:

(1) Review travel orders to ascertain if they improperly direct a more costly means/mode of transportation, provide for unauthorized stopovers, and/or indicate an intent to circumvent the rules/regulations regarding transportation entitlements or those stipulated DOD/Navy policies concerning the use of transportation facilities or accommodations.

(2) Determine the appropriate mode of transportation - i.e., AMC or commercial air.

(a) AMC will be utilized to the maximum extent possible. However, when passenger reservation requests are for commercial air, the travel clerks at PCP must use enclosure (1) to determine/verify the most appropriate mode of air transportation that meets the mission requirement of the orders. Enclosure (1) incorporates, in one working document (i.e., check list), the travel policies directed in references (a) - (g), allows for the verification of Government Air or Commercial Air requirements, and provides documentation of PCP's air passenger transactions. The completed enclosure (1) must be retained on file for three years with the copy of the orders and related documents.

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(b) Commercial Air Reservations and Ticketing. If commercial air is determined to be the most appropriate mode of passenger transportation, PCP will coordinate with the travel agency to make all necessary reservations. Only PCP is authorized to make official reservations with local travel agencies.

(1) The PCP travel clerks will make reservations with the travel agency who can provide the best value - i.e., lowest available fare and an itinerary that best satisfies mission requirements. When a reservation is made, the Passenger Name Record (PNR), a retrievable record of a passenger when a booking is made by name on an airline flight, is established in the travel agent's data bank.

(2) The travel agency reviews the PNR and generates the ticket. The travel agency also enters the ticket number, value of ticket, and designated GTR number into the PNR. Approximately five working days before the confirmed reservation date, the travel agency delivers the airline ticket, along with a copy of the PNR, to PCP. After the release of the ticket, the travel agency generates a Ticket Passenger Listing. This listing provides the ticket numbers and the value of the tickets that were issued to PCP.

(3) Travel clerks will log the airline ticket and obtain a logbook signature from the passenger when the ticket and PNR are issued. PCP travel clerks will provide the GTR custodian with a copy of the PNR and orders as documentation for future billing purposes.

(3) Properly account for, track, and reconcile, Government Transportation Requests (GTRs) per the procedures specified in enclosure (2).

(4) When in receipt of questionable or improper travel orders, request an explanation from the order-issuing official. In the absence of satisfactory explanation or corrective action, the matter shall be referred to the Commanding Officer, NSA Bahrain.

c. PCP Customer Responsibility. All air passenger transportation requests shall be submitted to PCP as soon as travel plans are known but not later than five working days prior to travel

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date. When a commercial airline ticket is issued and the travel is cancelled, the passenger must return the unused ticket to PCP for cancellation as soon as travel cancellation is known.


ROY L HOLBROOK III

Distribution:
Lists I and II

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Government Air vs. Commercial Air Check List and Desk guide

_____ Date Received _____ Destination Passenger Name _____

_____ 1. Orders present (with transfer info sheet or PRR)

Accounting data _____

_____ 2. Confirmed flight.

_____ 3. Confirmed Pet(s) (if applicable)

_____ 4. Port-called?

_____ 5. Message sent?

Signature Of AMC Travel Clerk

Date

_____ 6. Date received

_____ 7. Orders present

Accounting data _____

_____ 8. TAD/PCS (reason for commercial travel in orders, or memo)

_____ 9. Report no later than date for PCS or actual start date for
TAD

_____ 10. In travel orders specify: Authorized? Y/N Directed? Y/N

_____ 11. Contract travel agent (at least three)

_____ 12. Onward travel arranged (if necessary)

_____ 13. Confirmed pet(s) (if applicable)

_____ 14. For transient personnel verify destination through CTF-53
(if applicable, confirm with something in writing i.e. e-mail)

SIGNATURE OF COMMERCIAL TRAVEL CLERK

DATE

Enclosure (1)

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IF MEMBER IS AUTHORIZE COMMERCIAL TRAVEL THEN VERIFICATION FORM MUST ACCOMPANY THIS PACKAGE NOTE: PACKAGE SHOULD INCLUDE COPY OF ORDERS, FLIGHT ITINERARY (including cost) TRANSFER INFORMATION SHEET, COPY OF DESTINATION EMAIL FROM CTF-53 (if applicable) MEMO FOR COMMERCIAL TRAVEL (if applicable) NSA Bahrain Passenger Control Point Desk Guide

1. Specify if Government Air is directed or authorized.
2. Check transfer month and report no later than that date. This will help you determine if the passenger is authorized to fly commercial. Additionally one or more of the below justifications should be used to determine commercial travel.
 - a. The ten day window availability for travel window conflicts with the ordered "report no later than" date.
 - b. The delay would result in a net increase in travel cost (increased TLA i.e. more than 72 hours). Note, any additional "ticket costs" for AMC are considered to be in the best interest of the government. The travel director may authorize a delay in excess of 72 hours considering the individual circumstance.
 - c. In case of the relief of locally shore-based senior commanders and commanding officers where the continued presence on the island by the relieved officer awaiting transportation would prove awkward. Note that the changes of command are not scheduled with regard to government airlift availability, but rather are attuned to normal working days and availability of local national distinguished guests. COMUSNAVCENT will provide further guidance on a case basis as required.
 - d. The member is authorized circuitous travel:
 - (1) If no, member is to travel via government/ government-procured air.
 - (2) If yes, advise passengers of their right to personally make travel arrangements. You can offer them names and numbers of the travel agencies we use or they can select their own.
 - (3) Passengers may also be issued entitlement ticket and make changes through the agent or airlines.

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Note: Passengers authorized circuitous travel must use airlines that are official U.S. Flag Carriers. Provide passenger with a list of approved agencies

3. All TAD and transient personnel desiring commercial air and do not fall under the provisions set forth in paragraph 2 sub paragraphs a through d must have prior approval from the transportation director.

4. The following are windows used as guidelines for arranging air travel from and through Bahrain Passenger Control Point:

a. There is a 10 day window for all PCS passengers originating in Bahrain.

b. IAW reference (g), there is a 72 hour window for personnel without reservations, transiting through Bahrain from points originating other than Bahrain.

c. Immediate transportation is required for personnel traveling from or through Bahrain for bonafide emergencies. Transportation arrangements for emergency travel should not exceed 24 hours.

d. TAD travel should be arranged according to the report date and or mission (missions are reviewed by the travel director pending approval for commercial travel).

Note: Commercial travel should not be added to orders by the order writing authority.

" Commercial Travel authorized" means, if government air (AMC) is not available, the passenger is authorized to travel commercial air.

All official travel through Passenger Control Point Bahrain is subject to the review and authorization of the Travel Director. Government Travel Request (GTR) Processing and Reconciliation Procedures

1. Government Travel Requests (GTRs), Standard Form 1169, are used by Transportation Offices to procure transportation services for persons authorized to travel on official business. GTRs are issued

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directly to common carriers certified for passenger service for specified transportation when centrally billed accounts of the government's charge card company are not used as bill paying method.

2. Commercial air is authorized when government transportation is not available, or when its use would not be practical or would cause undue delay. Currently, NSA Bahrain PCP uses the following servicing travel agencies:

Basma Travel
Orient Travel
World Travel
House of Travel
Kanoo Travel
Dadabhai Travel
Al Fanar Travel

3. When commercial air is determined to be the most appropriate mode of transportation, the following commercial air reservation and GTR reconciliation procedures must be adhered to:

a. Designating the GTR. On a monthly basis, the GTR Custodian will prepare, sign, and send a memorandum informing the local servicing travel agencies and PCP travel clerks of the block of GTR number(s) (SF 1169) against which airline ticket(s) will be procured for the designated month (enclosure (3)). The GTR Custodian and PCP travel clerks will ensure that travel agencies use their designated GTR number(s) when issuing tickets. These GTRs are distributed as follows:

(1) Separate GTR numbers are assigned for a specific travel agent for a specific week (the normal ticketing period), and they are further distributed for specific airlines and other branch of services.

(2) All tickets procured during a specified week are charged against the GTR assigned for that week/travel agent/airline (i.e. GTR # 123456 during the period of 6 Jan 02 - 12 Jan 02 payable to KLM; GTR # 123457 for the same period payable to AA; GTR # 123458 for the same period payable to KLM for tickets procured for travel by Air Force personnel, etc.).

Enclosure (2)

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b. Processing and Reconciliation. IAW reference (f), all authorized commercial tickets issued are charged through the GTR. When a passenger is confirmed to have used an airline ticket, the travel agency prepares a SF 1113 (Public Voucher for Transportation Charges). The travel agency submits the SF 1113s, PNR, and Ticket Passenger Listing to PCP on a monthly basis. Upon receipt of the monthly listing of passengers served from each travel agent PCP will perform the following:

(1) Upon receipt of the SF 1113, PNR, and Ticket Passenger Listing from the travel agents, the GTR Custodian will:

(a) Ensure that the travel agency has signed the original SF 1113.

(b) Ensure that the Ticket Passenger Listing is accurate, and that all tickets are properly chargeable to the GTR referenced on the SF 1113. This will be accomplished by reconciling the data with the PCP suspense file containing copies of passenger orders and itinerary printouts. This reconciliation will consist of verifying names, quantity of tickets, individual ticket numbers, individual ticket cost, total cost, accounting data, branch of service, Standard Document Number (SDN) in case of TEMADD orders, and ensuring that all passengers listed have their corresponding itineraries and copies of orders and were given the proper travel entitlements.

(1) If a cost discrepancy arises between the travel agency documentation and PCP files, the matter will be brought to the attention of the Transportation Officer and resolved before the GTR is processed.

(c) If the bill is correct, the GTR custodian will certify and sign on the Ticket Passenger listing that the services indicated thereon were rendered and that amount shown is a proper and correct charge. The GTR custodian will prepare the GTR and Accounting Data Inputs (ADI) and provide these documents along with the SF 1113, PNR, and Ticket Passenger Listing to the Transportation Officer for review and signature.

(2) After reconciliation, the Transportation Officer will review and verify the Ticket Passenger Listing against the GTRs to ensure all transactions are complete and that the bill is correct

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for payment. The Transportation Officer will sign, as the "Authorized Certifying Officer," the certification portion of the GTR, Standard Form 1169 and Standard Form 1113, Public Voucher for Transportation Charges, certifying that the services indicated on the bill were rendered as stated and that the amount shown is a proper and correct charge.

(3) After the Transportation Officer signs the GTR, the GTR Custodian will:

(a) Enter the GTR number in the logbook.

(b) Forward the original GTR, SF 1113, Ticket Passenger Listing, and ADI to each travel agency, for submission to the main offices of the airline companies, who in turn forward them to the appropriate disbursement offices (i.e., Defense Finance and Accounting Office (DFAS), Norfolk, VA) for settlement.

(c) Ensure that a copy of these documents are kept on file in PCP for a period of three years.

(d) Monthly, the GTR Custodian will also provide a complete copy of the documents to the NSA Bahrain Comptroller.

c. Single GTR Procedures. The Transportation Officer will issue a separate GTR for all travel funded by another Service.

01 Mar 02

From: GTR custodian, NSA, Passenger Control Point
To: Orient Travel, World Travel, BASMA Travel, House of Travel
and Kanoo Travel

Subj: GTR ASSIGNMENT FOR THE MONTH OF MARCH2002

1. The following GTR numbers were assigned for the following weeks
of March.

Orient Travel		
01-07 MAR2002	4533554	American Airlines
4533555		
4533556		
4533557		
29-31	4533558	
01-31	4533559	KLM
01-31	4533560	AA-Navy
01-31	4533561	AA-DOD
01-31	4533562	AA-Air Force
01-31	4533563	AA-Army
BASMA Travel		
01-07 MAR2002	4533564	
4533565		
4533566		
4533567		
29-31	4533568	US Air
World Travel		
01-07JAN2002	4533569	
08-14	4533570	
15-21	4533571	
22-28	4533572	
29-31	4533573	
House of Travel		
01-07JAN2002	4533574	
4533575		
15-21	4533576	
22-28	4533577	
4533578		

Enclosure (3)

Kanoo Travel
01-07JAN2002*

4533579

4533580

4533581

4533582

29-31

4533583

01-31

4533584

BRITISH AIRWAYS

2. Call MS1(AW) Sailor at 743-000.

MS1(AW) PERFECT D. SAILOR